To calculate subtotals that can also be used for the data fields (see above), select the **Automatic** option in the *Subtotals* section of the Data Field dialog.

You can choose the type of subtotal to use by selecting **User-defined** and then clicking the type of subtotal you want to calculate from the list. Functions in this list are only available when **User-defined** is selected.

Normally, the pivot table does not show a row or column for categories that have no entries in the underlying database. By choosing the **Show items without data** option, you can force these to be displayed.

For illustration purposes, the data was manipulated in such a way that the employee Brigitte has no sales values for the Golf category.

Employee	Brigitte ▼.		
Sum - Sales Value	Category ▼		
Region ▼	Sailing	Tennis	Total Result
East	$2,135	$4,872	$7,007
North	$10,151	$3,985	$14,136
South	$4,432		$4,432
West	$7,704	$8,864	$16,568
Total Result	**$24,422**	**$17,721**	**$42,143**

Figure 262: Default setting

Employee	Brigitte ▼.			
Sum - Sales Value	Category ▼			
Region ▼	Golf	Sailing	Tennis	Total Result
East		$2,135	$4,872	$7,007
North		$10,151	$3,985	$14,136
South		$4,432		$4,432
West		$7,704	$8,864	$16,568
Total Result		**$24,422**	**$17,721**	**$42,143**

*Figure 263: Setting **Show items without data***

Click the **Options** button on the Data Field dialog to access the Data Field Options dialog (Figure 264). Use this dialog to specify additional options for fields in the *Column* and *Row Fields* areas of the Pivot Table Layout dialog.

The following options are provided:

- **Sort by.** Select the data field that you want to sort columns or rows by. **Ascending** sorts the values from the lowest value to the highest value. If the selected field is the field for which the dialog was opened, the items are sorted by name. If a data field was selected, the items are sorted by the resultant value of the selected data field. Similarly **Descending** sorts the values descending from the highest value to the lowest value. **Manual** sorts values alphabetically.

- **Display Options.** You can specify the display options for all row fields except for the last, innermost row field. Select from the *Layout* drop-down list to select the layout mode for the field in the list box. Select the **Empty line after each item** option to add an empty row after the data for each item in the pivot table. Select or deselect the **Repeat item labels** option as required.

- **Show Automatically.** This feature displays the top or bottom *nn* items when you sort by a specified field. Click the **Show** option to turn on the automatic show feature and enter the maximum number of items that you want to show automatically. The *From* drop-down